



State of New Jersey
Department of Environmental Protection
Revised: January 2018 Website: www.nj.gov/dep/landuse



FRESHWATER WETLANDS PROTECTION ACT RULES
APPLICATION CHECKLIST

General Permit 25—Minor channel or stream cleaning for local government agencies

CALL NJDEP AT (609) 777-0454 IF YOU HAVE ANY QUESTIONS

To apply for an authorization under general permit 1, please submit the information below to:

Postal Mailing Address

NJ Department of Environmental Protection
Division of Land Use Regulation
P.O. Box 420, Code 501-02A
Trenton, New Jersey 08625-0420
Attn: Application Support

Street Address (Courier & Hand Carry Only)

NJ Department of Environmental Protection
Division of Land Use Regulation
501 East State Street
Station Plaza 5, 2nd Floor
Trenton, New Jersey, 08609
Attn: Application Support

Please note: If you apply for a letter of interpretation and an authorization under a general permit at the same time, the application requirements may be combined. For example, an application for a letter of interpretation and a general permit authorization require three sets of site plans. Rather than submitting six sets of site plans, three sets containing the information required by both checklists may be submitted.

See N.J.A.C. 7:7A-19.4 for the application review process for this application.

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1. A completed application form.
2. Documentation that notice of the application has been provided in accordance with N.J.A.C. 7:7A-17, as follows:

Notice to governmental entities and property owners (N.J.A.C. 7:7A-17.3(b) and (c))

- i. Documentation of public notice shall consist of:
 - A. A copy of the certified United States Postal Service white mailing receipt for each public notice that was mailed, or other written receipt; and
 - B. A certified list of all owners of real property, including easements, located within 200 feet of the property boundary of the site (including name, mailing address, lot, and block) prepared by the municipality for each municipality in which the project is located. The date of certification of the list shall be no earlier than one year prior to the date the application is submitted to the Department.
- ii. The notice letter required under N.J.A.C. 7:7A-17.3(e)1iii shall read as follows:

"This letter is to provide you with legal notification that an application for an authorization under freshwater wetlands general permit 25 <<has been/will be>> submitted to the New Jersey Department of Environmental Protection, Division of Land Use Regulation for the development

shown on the enclosed plan(s). A brief description of the proposed development follows:
<<INSERT DESCRIPTION OF THE PROPOSED PROJECT>>

The complete permit application package can be reviewed at either the municipal clerk's office or by appointment at the Department's Trenton Office. The Department of Environmental Protection welcomes comments and any information that you may provide concerning the proposed development and site. Please submit your written comments within 15 calendar days of the date of this letter to:

*New Jersey Department of Environmental Protection
Division of Land Use Regulation
P.O. Box 420, Code 501-02A
Trenton, New Jersey 08625
Attn: (Municipality in which the property is located) Supervisor"*

Newspaper Notice (N.J.A.C. 7:7A-17.4)

- i. Documentation of newspaper notice shall consist of:
 - A. A copy of the published newspaper notice; and
 - B. The date and name of the newspaper in which notice was published.
- ii. The newspaper notice may be either a legal notice or display advertisement and must read as follows:

"Take Notice that an application for an authorization under freshwater wetlands general permit 25 <<has been/ will be>> submitted to the New Jersey Department of Environmental Protection, Division of Land Use Regulation for the development described below:

APPLICANT:

PROJECT NAME:

PROJECT DESCRIPTION:

PROJECT STREET ADDRESS:

BLOCK: LOT:

MUNICIPALITY: COUNTY:

A complete copy of the application package is available to be reviewed at either the municipal clerk's office or by appointment at the Department's Trenton Office. The Department of Environmental Protection welcomes comments and any information that you may provide concerning the proposed development and site. Please submit your written comments within 15 calendar days of the date of this notice to:

*New Jersey Department of Environmental Protection
Division of Land Use Regulation
P.O. Box 420, Code 501-02A
501 East State Street
Trenton, New Jersey 08625
Attn: (Municipality in which the property is located) Supervisor"*

- 3. The appropriate application fee, as specified in N.J.A.C. 7:7A-18.1, in the form of a check (personal, bank, certified, or attorney), money order, or government purchase order made payable to the "Treasurer of the State of New Jersey."

4. Two sets of plans prepared by an engineer, which clearly depict the segments of the channel or stream to be cleaned and the limit of wetlands and/or transition areas to be impacted;

5. The location of the affected portion of the channel, including the county, municipality, and the block(s) and lot(s);

6. A copy of the USGS quad map(s) that include the site, with the site clearly outlined to scale, clearly depicting the affected portion of the channel or stream.

7. Color photographs and a brief narrative description of the affected portion of the channel or stream, including the access points where workers and equipment will be brought to the channel or stream, and the wetlands and/or transition areas to be impacted by the activities.

Photographs must be mounted on 8½ -inch by 11-inch paper and accompanied by a map showing the location and direction from which each photograph was taken. Copies of photographs are acceptable provided they are color copies. Black and white copies of photographs are not acceptable.

8. The following written information:

- i. The classification, under the Department's Surface Water Quality Standards, N.J.A.C. 7:9B, for the affected portion of the channel or stream;
- ii. A description of the nature of the project and the methods that will be used; and
- iii. A description of the proposed methods that will be used to remove material from the channel or stream and the location where the dredged material will be placed.

9. A certification signed by the county or municipal engineer, or an engineer employed by the local Soil Conservation District, which lists each requirement in N.J.A.C. 7:7A-7.25(a) and (c) that applies to the project, and states how the requirement has been or will be satisfied.